



# COUNTY OF MONO

## JOB ANNOUNCEMENT

**FILING DEADLINE:**  
**IN COUNTY ONLY**

**Filing Period**  
FFD: 10/6/2010

**Finance Department**

**Fiscal & Technical Specialist III / IV**

*Permanent, Full-Time*

**SALARY**

III: Range 59: \$3,542-\$4,305

IV: Range 63: \$3,910-\$4,753

The County of Mono is accepting applications for a permanent Fiscal and Technical Specialist III / IV position in the Finance Department in Bridgeport. Qualified applicants not selected for this position will be placed on a one (1) year eligibility list from which future vacancies may be filled. Under supervision, performs a variety of complex, specialized account, statistical, document processing, and technical record keeping and support work; reviews fiscal records, and assists public with accuracy and completeness of the information, assists others with department procedures and requirements. Incumbent will be required to provide primary back-up for the payroll and benefits manager, process tax roll changes, prepare state reports, check reconciliation, clear checks and maintain check registers for the County bank accounts; back-up for all other support staff.

**Example of duties for this position include, but are not limited to:**

- Assist in maintenance of tax roll, process journal entries, cancelled checks, apportionments, and school checks.
- Process white claims, specials and welfare check entry and share in duties of assisting persons at the counter.
- Log and sign checks with the County check signature machine; mail checks with proper documentation; file and distribute reports according to directions.
- Adjusts balances and reconciles accounts and financial reports client/customer files/charts and other documents.
- Prepares statements and reports from audit findings, including accounting records and computer generated reports.
- Perform a variety of the most complex specialized financial, statistical, assessment roll, treasury support, tax collection support.
- Works with staff of both the Assessor and Treasurer-Tax Collector as well as all County departments, research and process tax roll correction, escaped and supplemental tax bills according to direction and tax laws.
- Prepare State Reports (i.e. TC-31, Trial Court State reporting, Quarterly Realignment Report, Special District State reporting, 1099 reporting, Sales Tax reporting, PERS Payroll Reporting back-up); keep detailed time records; manage County Inventory records.
- Enter Journal Entries prepared by the Auditor; prepare journal entries for School Checks and Cancelled Checks; balance and post these entries according to direction.
- Utilize automated data processing systems and other office equipment; work continuously and accurately with figures.
- Good public relations and customer service techniques working effectively with managers, staff members and public.

**Knowledge of:**

- General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.
- Laws, rules, regulations, and policies affecting the financial operations and transactions of the County.
- Government cost accounting and budgeting.
- Auditing theory, principles, and techniques, and their application to government finance.
- Principles of account classification.
- Budget development and control.
- Computerized financial management, payroll, and property tax systems, as well as computerized spreadsheet, database, word processing software, 10-key adding machine.

**Ability and willingness to:**

- Perform a variety of complex accounting and financial transaction work.
- Proficiently use a variety of computerized spreadsheet, word processing and data base software.
- Prepare a variety of financial reports and statements.
- Make mathematical calculations quickly and accurately.

**Minimum Qualifications:**

Job requires at least two years of work experience in performing financial, statistical, assessment roll, treasury support, or tax collection support at a level comparable to Fiscal and Technical Specialist II with Mono County Finance Department. Advanced educational training in auditing fiscal record keeping and bookkeeping experience is highly desirable AND one (1) of the following:

A.A. in Accounting, OR

A combination of training and experience which would provide the required knowledge and abilities is qualifying. The candidate's specific background will determine the level at the position is filled.

**Selection Process:** The selection process will include the following: application, a written test that includes accounting and math and an oral interview (weighted 100%).

**Application Process:** For a job description and application contact the County Administrative Office at (760) 932-5412 or print from the website listed below. **Qualified** County employees that have attained **permanent** status will be given hiring preference. All completed County applications received in our office will be considered. Faxed or email applications will be accepted provided the application with the original signature is mailed to the address below. Position is open until filled. Oral and written testing required. **At the discretion of the hiring department head, the successful candidate may be required to serve a probationary period.**

**COUNTY OF MONO**

**COUNTY ADMINISTRATIVE OFFICE – Human Resources**

**P.O. Box 696 ~ Bridgeport, California 93517**

**(760) 932-5412 ~ (760) 932-5411 (FAX) ~ [www.monocounty.ca.gov](http://www.monocounty.ca.gov)**

**Email: [tneely@mono.ca.gov](mailto:tneely@mono.ca.gov) EOE**